

# **Community Mobilization Advisory Committee**

## **Policy and Procedures**

**April 5, 2001**  
**(Revision September 2002)**

## **Table of Contents**

Mission Statement		Page 1
Section A:	Membership	Page 2
Section B	Leadership Planning	Page 3
Section C	Meetings	Page 4
Section D	Operating Procedures	Pages 5 and 6
Section E	Region and Region Meetings	Page 7
Section F	Subcommittees/Task Forces	Page 8
Section G	Agendas	Page 9
Section H	Emerging Issues	Page 10
Section I	CM Staff “Quick Decision” Process	Page 11
Section J	Community Mobilization and Other Groups	Page 12
Section K	Information Flow	Page 13
Section L	Community Mobilization Program Representative Roles OCD Staff CMAC Members CM Program Coordinators	Page 14 Page 14 Page 15 Pages 15 and 16
Section M	Orientation of new CM Coordinators	Pages 17 and 18
Section N	Orientation of new CMAC members	Page 19
Section O	CMAC Representatives to Attend Events	Page 20
Section P	Miscellaneous	Page 21

# **COMMUNITY MOBILIZATION ADVISORY COMMITTEE**

## **Policies and Procedures**

**April 5, 2001**

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### **Mission**

The Community Mobilization Program's Mission is to effectively address the problem of substance abuse and violence by promoting:

Collaboration, Cooperation, Communication,  
Commitment, and Cultural Competency

### **Purpose**

The purpose of the Community Mobilization Advisory Committee (CMAC) is to promote the mission of Community Mobilization at the community and state levels.

### **Responsibilities**

The Community Mobilization Advisory Committee (CMAC) will:

- ▲ Develop recommendations for policy strategies for state Community Mobilization regarding substance abuse and related issues.
- ▲ Advise the Community Mobilization Coordinators and staff on emerging substance abuse issues and trends.
- ▲ Develop recommendations regarding state and federal funding sources for the Community Mobilization Program.
- ▲ Facilitate dialogue and communication between Community Mobilization staff, Coordinators, and the various regions regarding community Mobilization programs, issues, ideas, and trends.
- ▲ Develop expectations of each CMAC member.
- ▲ Develop relationships between CMAC and the representative Region.

### **Vision**

The Community Mobilization Advisory Committee promotes and supports the Community Mobilization Program, and advises and provides sound recommendations to improve the effectiveness of the program so that communities across the state are free from substance abuse, violence, and all its related social ills.

## **Membership**

**Selection:** Each region shall have two representatives and one alternate. Elections will be held at the last meeting of the contract year prior to the CMAC Retreat or the Annual All-State Community Mobilization meeting, whichever comes first. The CM representative from King County will also participate as a member of the CMAC.

**Continuity:** The CMAC representatives are responsible to ensure that elections take place in a timely manner.

Incoming CMAC members begin service effective July 1<sup>st</sup> of the year they are elected.

**Terms:** Each Region shall determine the terms for their CMAC representatives. At the October 1998 State meeting, the Regions made the following decisions:

Region 1:	Terms are to be flexible.
Region 2:	No need for term limits or staggered terms
Region 3:	Adopted staggered terms but no term limits
Region 4:	Adopted staggered, two-year terms.

**Representation:**

A minimum of two members shall be elected from each Region.

**See Appendix for a list of Community Mobilization Advisory Committee (CMAC) members.**

## **Section B**

### **Leadership**

Decision-Making: Refer to OCD staff, Community Mobilization Policies and Procedures, CMAC Policies and Procedures and Region input.

Process for handling quick decisions: OCD staff and the Chair of the CMAC (and others as time permits) shall confer on issues that are pertinent to Community Mobilization.

### **Planning**

The CMAC shall meet every two years to plan and prioritize future issues for Community Mobilization by developing a work plan and schedule. (See the 1998 CMAC Work Plan.)

## **CMAC Meetings**

Who can convene CMAC meetings?

The Chair and Vice-Chair are responsible to convene meetings; however, OCD staff must approve the meeting.

If Regional Representatives see a necessity to call a meeting, the request must be submitted to the CMAC Chair, and approved by OCD staff.

How often should the CMAC meet?

The CMAC shall meet at least five times during a calendar year.

Schedule meetings for one year out

Meetings shall be held during the months of February, April, June, September, and November.

Additional meetings and/or adjustments to this will be added/changed as needed.

Who can attend CMAC meetings?

Elected Regional Representatives and OCD staff comprises the CMAC. Elected Representatives will be reimbursed for costs associated with attending CMAC meetings and other duties.

CM Coordinators may attend the CMAC meetings at the expense of their own agency.

**See Appendix for schedule of CMAC meetings.**

## **Operating Procedures**

Configuration of CMAC and Selection of Representatives:

The CMAC is comprised of two representatives, and one alternate per contractor region. Representatives shall be elected at the Annual All-State Contractors meeting in October.

If a CMAC member resigns, how are they replaced?

In the event of the resignation of a CMAC member, the alternate will take over the elected regional representative's position for the remainder of the term.

Selection and Term of Chair and Vice-Chair:

Selection of Chair and Vice-Chair will be by a simple majority vote within the CMAC.

The terms of the Chair and Vice-Chair will be for two years. They will be elected at the first CMAC meeting after election of the CMAC representatives each July. They may be re-elected for another term.

Voting: The CMAC members prefer to make decisions by consensus. However, the CMAC may choose to use Roberts Rules of Order.

Proxies: A proxy vote will not be permitted.

Reimbursement:

Per Diem and mileage costs (state rates) incurred by a CMAC Representative will be reimbursed by OCD. Other costs incurred must have prior approval by OCD staff. All receipts are due two weeks after CMAC meetings or other functions related to CMAC or the Community Mobilization Program.

Participation by non-CMAC members

Employees of State Agencies and others may participate at the CMAC meetings at the invitation of CMAC or OCD.

Regional Coordinators may participate at their own expense; however they must apprise their Regional Representative or OCD staff of their attendance. This will allow OCD to make necessary adjustments to accommodate additional attendance.

Regional autonomy vs. top down directives

Regional Coordinators are expected to respond in the affirmative, negative, or abstain when policies are provided by OCD.

Decisions will be made based on input from Regional Coordinators, CMAC representatives, and other information obtained by the OCD staff.

CMAC's role with local coordinators who need information

CMAC Representatives will coordinate and inform local coordinators when in need of information. When information needed is in regard to their individual grants, contact shall be made with the Coordinator's Regional OCD staff member.

## **Section D (Continued)**

### **Ground Rules:**

In keeping with the spirit of Community Mobilization and grass roots efforts, ground rules shall be established by the CMAC at the first meeting after the all-state meeting. Basic fundamentals, which will be used, are as follows:

1. There will be an agenda
2. The Chair, or vice-chair in absence of the Chair, will facilitate the meeting.
3. If both are absent, OCD shall select an alternate prior to the meetings.
4. The Chair shall facilitate the meeting in an orderly manner.
5. It is the responsibility of the CMAC members to honor the ground rules. Side talking should be kept to a minimum
6. An OCD staff person will record minutes.



## Regions and Region Meetings

### Expectations of local Coordinators

See roles of CM Coordinators for information to be added here.

### Configuration of Regions

The 39 counties are divided into four regions: Regions 1, 2, 3, and 4

#### **Region 1 Coordinators represent:**

Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Kitsap, Lewis, Mason, Pacific, Pierce, Thurston, and Wahkiakum

#### **Region 2 Coordinators represent:**

Island, King, San Juan, Skagit, Snohomish, and Whatcom

#### **Region 3 Coordinators represent:**

Adams, Asotin, Chelan/Douglas, Ferry, Garfield, Grant, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, and Whitman

#### **Region 4 Coordinators represent:**

Benton/Franklin, Columbia, Kittitas, Klickitat, Skamania, Walla Walla, and Yakima

### How often should the Regions meet?

Regions shall meet during March, June, and September during a calendar year. Additional meetings may be called as needed.

When possible, the four regions shall meet during a two-week time frame during the meeting month.

### CMAC and Region meetings relationship

CMAC members shall share applicable information with Region Coordinators [after CMAC meetings and in preparation for Region meetings] in a clear, effective and timely manner. CMAC members may use the FAX tree, e-mail, telephone, and/or telephone conference call.

If appropriate, CMAC members shall seek input from the respective regional members concerning emerging program developments and issues.

### Conference calls by other coordinators (region meetings)

CMAC representatives, in cooperation with OCD staff, may schedule a Regional meeting.

Regional Coordinators may meet together in person, telephone conference call, or other method agreeable to the Region Coordinators.

**See Appendix for schedule of Regional meetings.**

## **Section F**

### **Subcommittees/Task Forces**

If the CMAC determines the need for a Subcommittee or Task Force, the CMAC Chair shall ask for volunteers. If there are no volunteers, the Chair shall name the members of the Subcommittee or Task Force and call or meet with them regarding the assignment. The Chair of CMAC, or a designee, will be an ex officio member of each Subcommittee/Task Force.

The designated Subcommittee/Task Force will develop a workplan, which will be approved by the CMAC. The Chair, or designee, of the Subcommittee/Task Force will attend CMAC meetings to report activities and recommendations. Information will flow from the Subcommittee/Task Force to CMAC (Regional Representatives), to the Regions. Input from the regions will flow back through the Regional Representatives to the CMAC to the Subcommittee/Task Force. Upon completion of the assignment, the Subcommittee/Task Force shall be dissolved.

CMAC's role

- Provide purpose statement, guidelines and parameters for Subcommittee/Task Force operations;
- Review and oversee the work of the Subcommittee/Task Force.
- 

OCD staff's role:

- Be available to support Subcommittee/Task Force by assisting with process and tasks;
- Facilitate information flow;
- Assist with committee lists, "listservs," CM Web Page, and other administrative tasks;
- Ensure that Subcommittee/Task Force is on the CMAC agenda as appropriate;
- Reimburse Subcommittee/Task Force Chair or designee travel costs to attend CMAC meetings.

## **Agendas**

### **Should we have an agenda?**

An agenda will be provided for each meeting.

### **How will the agendas be developed?**

The OCD Staff and the CMAC Chair will confer about the CMAC meeting agenda. Standard items, which will be noted on the agenda, are:

- Funding issues
- State and Federal issues
- Pertinent Reports from other Community Mobilization or OCD agencies or partners

# Emerging Issues

### State and Federal Legislative Issues

The state and federal policymakers discuss substance abuse and violence issues almost every year. Since CM Coordinators work closely with these issues, contractors can provide a unique “community-level” perspective to policy makers on the effects of proposed legislation. CM Coordinators will provide their elected officials information on the “real-world” implications of proposed legislation.

Although CM Coordinators should provide policymakers with information on the effects of proposed legislation, Coordinators should not advocate for or against legislation. The use of CM resources to lobby for or against legislation (including initiatives) ***is prohibited*** by the CM contract.

### OCD’s Role

During the legislative session, OCD will regularly update and distribute to CM contractors an objective “quick analysis” briefing paper on proposed legislation related to substance abuse and violence. The briefings will provide short descriptions of proposed legislation. CM contractors should not hesitate to call OCD staff if they have questions about a particular piece of legislation.

### Issues from the Field

CM Contractors are also affected by changes occurring within OCD and by local issues. Again, contractors can provide the unique perspective from a “community” level. By communicating with CM Regional Representatives and local decision-makers, CM Coordinators play an important role in providing information on the local impacts of policy changes and decisions.

### CMAC’s Role

CMAC will track emerging issues on an ongoing basis (e.g., as a regular CMAC agenda item). Recommendations by CMAC to address emerging issues will be presented to OCD staff and to the CM Coordinators by way of regular communication (CMAC meetings, Regional meetings, CMAC minutes, etc.)

### How to Bring an Emerging Issue to the CMAC

Local CM Contractors may identify an emerging issue to CMAC by requesting the issue be submitted as an Emerging Issue agenda item. This can be done in the following ways:

- As an agenda item at regional meetings;
- By contacting the CM regional representative;
- By contacting the CMAC chair; or
- By contacting OCD staff.

It is suggested that such issues be submitted in writing to ensure accuracy in interpretation of the issue and to ensure that the item is addressed.

## Section I

### CM Staff “Quick Decision” Process

As a result of discussions at the August, 1998, Community Mobilization Advisory Committee Planning meeting, it was agreed that a “Quick Decision” process would be recorded for those times when CM staff must make a decision or otherwise address an issue that is time sensitive in nature.

Since it is difficult to gauge just exactly what types of issues may arise, the following types of actions may be taken, at the discretion of CM staff. Regardless of the action taken, it is agreed that CM staff will do their best to use e-mail, faxes, or phone calls to ensure that the CMAC and/or all CM Coordinators, as appropriate, are informed of emerging developments. CM staff will report the “who, what, when, where, and why” of the issues discussed.

Concerning emergent, time-sensitive issues, CM staff will determine which of the following options are appropriate:

- 1) Conferring with the CMAC Chair and/or Vice-Chair concerning emergent issues;
- 2) Conferring with all CMAC members via telephone, e-mail, or fax;
- 3) Scheduling a CMAC conference call when it is felt that wider discussion is needed;
- 4) Working with the OCD agency to elicit advice, support, information, and/or action concerning an issue; and
- 5) Calling upon CM Coordinators not currently serving on the CMAC, who may have particular expertise in a given area.

## **Community Mobilization and Other Groups**

### **Who represents CM with Other Partners and Policy Makers?**

Other partners: OCD Staff, Representatives from the CMAC, CM Coordinators, and other pertinent people as needed.

Policy Makers: OCD Management and Technical staff, Chair and Vice-Chair of the CMAC, key people from the CM community.

### **What is our relationship with other Advisory groups/committees/councils?**

To be an intentional collaborating partner.

## **Information Flow**

### **Information**

Information shall flow from OCD – CMAC – CM Coordinators and, if applicable, back to OCD. The information shall be by mail, e-mail, FAX, telephone, and other means of distributing information.

### **Networking opportunities**

Regional Coordinators, CMAC members, and OCD staff shall take every opportunity to network with local community leaders, state agency personnel, and others to promote prevention as a means to reduce substance abuse and violence.

### **Issues from local coordinators to CMAC and/or OCD staff**

If a local coordinator has an issue, concern and/or question regarding their application, grant, voucher, or other business concerning their contract, they shall contact their Regional Coordinator at OCD.

If a local coordinator has an issue or concern regarding action taken by the CMAC, they shall contact their regional representative. They may also contact their Regional Representative at OCD.

### **Systems of information flow from OCD to field**

OCD shall provide information to the CM Coordinators through the telephone, fax, e-mail, and at regional and state meetings.

### **Information to CMAC--to Coordinators -- how clear and how complete is the information**

The information from CMAC representatives to the CM Coordinators shall be timely, clearly written, and complete. The communication shall be made via the telephone, Fax, telephone conference call, e-mail, or in person.

The CMAC representative shall take the necessary steps to make sure the CM representatives from their region have received the information.

**Community Mobilization Program Representative Roles**  
**OCD Staff**  
**CMAC Members**  
**CM Contractors**

To ensure that information flows and expectations are clear between the Community Mobilization Program Contractors, Community Mobilization Advisory Committee (CMAC) members, and OCD staff in an efficient, effective, and timely manner; it is agreed that the following roles, authorities, and responsibilities will be given to each party, as follows:

**Community Mobilization Program Staff (OCD)**

It will be the responsibility of the staff to:

**1) Communicate with Coordinators**

- a. Share information relevant to the CM Program with the CM Coordinators and CMAC members in a timely manner,
- b. Use the most efficient mechanisms available to share such information; i.e., e-mail, FAX, telephone, mail, etc,
- c. Take the lead in arranging for regularly scheduled CMAC meetings,
- d. Attend and participate in regularly-scheduled CMAC meetings,
- e. Work with the CMAC and CM Coordinators, as agreed by the CMAC, and take the lead in arranging for the CM Program annual meeting,
- f. Attend and participate in the CM Program annual meeting,
- g. Work with regional CMAC members to ensure CM Regional meetings are held on a regular basis, and attend such meetings whenever possible, and
- h. Seek input from CM Coordinators on a variety of issues, including but not limited to policy development, funding formulae, program paperwork requirements, etc.

**2) Ensure Program Accountability**

- a. Respond to requests for technical assistance in an appropriate and timely manner,
- b. Include CMAC members and CM Coordinators to the extent practical in determining CM Program policies,
- c. Provide clear information to CM Coordinators concerning program rules, regulations, policies, procedures, and expectations,
- d. Monitor CM programs once every biennium to ensure program rules, regulations, policies, procedures, and contracted activities are appropriately fulfilled, and
- e. Respond to emerging issues of impact to CM and/or ensure that CM Coordinators are informed in order that they may appropriately respond to such issues.

**3) Collaborate at the State level**

- a. Work in collaboration with other state, federal, and local partners to reduce duplication of effort and maximize resources, to the extent possible,
- b. Work in collaboration with other state agency partners to arrange for the annual All-Prevention Providers meeting or such other meeting as determined necessary,
- c. Attend and participate in the annual All-Prevention Providers meeting ,



## **Section L (Continued)**

- d. Work in collaboration with other state agency partners to conduct the Student Adolescent Behavioral Health Survey,
- e. Respond to OCD Agency expectations, assignments, and leadership in an appropriate manner, and
- f. Seek to educate and inform policymakers concerning the CM Program.

### **Community Mobilization Advisory Committee Members**

It will be the responsibility of elected Regional CMAC members to:

#### **1) Act as Liaison**

- a. Represent their regional members at CMAC meetings,
- b. Attend and participate in regularly-scheduled CMAC meetings,
- c. Ensure that information discussed at CMAC meetings is shared with their respective regional members in a thorough, effective and timely manner,
- d. Provide input to OCD staff concerning emerging program developments and issues,
- e. Attend regularly-scheduled CM Regional meetings,
- f. Obtain input from their respective regional members concerning emerging program developments and issues,
- g. Educate and inform policymakers concerning the CM program, and
- h. Raise emerging issues of impact to the CM Program with OCD staff and their respective regional members, as appropriate.

#### **2) Coordinate**

- a. Work with OCD staff to arrange for regularly-scheduled CM Regional meetings,
- b. Facilitate the assignment and collection of tasks to regional members, for submission to OCD, as appropriate
- c. Represent the CM Program with program partners, policymakers, etc.
- d. Attend and participate in the annual CM Program meeting, and
- e. Attend and participate in the annual All-Prevention Providers meeting.

### **CM Program Coordinators**

It will be the responsibility of CM Coordinators to:

#### **1) Assistance**

- a. Respond to requests for input, task assignments, and other information to CMAC members and/or OCD staff, as appropriate,
- b. Be responsive to CMAC members in their role as liaison between CM Coordinators and OCD,
- c. Attend and participate in regularly-scheduled CM Regional meetings,
- d. Attend and participate in the annual CM Program Coordinators meeting,
- e. Attend and participate in the annual All-Prevention Coordinators meeting,
- f. Fulfill the CM Program rules, regulations, policies, procedures, and contracted activities,
- g. Consistently and on an ongoing basis, educate and inform policymakers concerning the CM program, and
- h. Represent the CM Program with program partners, policymakers, etc.

## Section L (Continued)

### 2) **Represent the CM Program**

Whenever possible, CM Coordinators should take advantage of opportunities to educate policymakers on the work being done by the CM program. CM Coordinators are free to discuss their own programs with policymakers. However, when representing the ***Community Mobilization Program*** as a whole, the following guidelines apply:

- a. Whenever practical, opportunities to testify about CM to state policy makers should be coordinated through the chair or vice-chair of the Community Mobilization Advisory Committee (CMAC). Coordination allows the program to present a consistent, effective message that addresses the concerns of the whole program.
- b. After testifying and/or meeting with policy makers, CM Coordinators should communicate back to the CMAC what was communicated to the policy makers and what the questions and concerns were. Feedback on exchanges with policy makers can consist of a telephone call, e-mail, etc., with the CMAC, so that the CM program as a whole, can address policy maker concerns.

A regularly updated program fact sheet will be available to all CM Coordinators for use as talking points when making presentations to policy makers.

### Orientation of New CM Coordinators

The following documents and procedures should be used in providing orientation to new CM Coordinators.

#### Process:

- Information concerning new CM Coordinators will be announced via the listserve, including who is new and their contact information;
- CMAC members will call new CM Coordinators in their regions to welcome them and offer support;
- CM Staff will take the lead on convening CM Coordinator orientation meetings;
- New CM Coordinator orientation meetings should be scheduled every six months if needed;
- Existing CM Coordinators will be asked to lead the discussion on some of the topics that are covered;
- CM Coordinator orientation meetings should be scheduled to last no less than one day.

#### Documents:

- CM Application
  - Copy of Abstract from application submitted by their agency
  - Memorandum of Understanding
  - Needs Assessment Forms
  - Outcome Evaluation Efforts
- CM Contract
  - General Terms and Specific Terms
- Reporting Forms
  - Request for Reimbursement [Invoice Voucher]
  - PAR Form and PAR Guide/Web Version
  - CM Activity Report Summary with Samples of One-pagers
  - Program Amendment Forms (explain need for an amendment—include ten percent rule)
- Violence Reduction and Drug Enforcement [VRDE] information
- Safe and Drug-Free Schools and Communities [ED] funding information
- Risk and Protective Factors:
  - Developing Healthy Communities
  - Best Practices and Promising Approaches
  - Communities that Care
  - CM Measurement Compendium
  - Other Evaluation Tools being used
- Board Member Manual by Aspen Publishers, Inc.
- Monitoring Tool
- CM Policies and Procedures
- List of CMAC Members
  - Minutes from last CMAC Meeting
  - CMAC Meeting Schedule
  - CMAC Policies and Procedures
- List of CM Contractors
  - Minutes from the last CM State Meeting

## Section M (Continued)

- Region Meeting Schedule
- CM Brochures, Fact Sheets, etc.
- Current Issues papers
- Fund Raising Information – [if desirable]
- Evaluation Form

### Orientation Meeting Agenda:

#### Introduction

#### Overview of Community Mobilization

##### Philosophy and Background

#### Program Expectations

- A. Importance of Community Policy Boards
  - How local decisions are made and priorities set
  - Developing strategies, projects, and activities
  - Importance of measurable goals and objectives
- B. Fiscal
  - Discrete funding
  - Subcontractors
  - Integrating (co-sponsoring) projects
- C. Application
  - Risk/Protective Factors and Needs Assessment
  - Outcome-based, research-based activities that are linked to prioritized risk factors
  - The application workplan
  - Evaluation and measurement tools are identified at time workplan is created
- D. Key Components to the Planning Process
  - The cyclical nature of the planning process
  - The components
  - The results

#### Reporting

- A. PAR forms: when and how completed, how used
- B. Program abstracts and end-of-year summaries: when due and how used
- C. Annual Community Mobilization Activity Report Summary
- D. Outcome measurement and evaluation

#### Meetings

- A. Importance of regional meetings: expectations for attendance
- B. Regional meetings: when held, what they are about, how to get on agenda
- C. All CM contractors' annual meeting: when held, what they are about
- D. CMAC role: CMAC Policies and Procedures

#### Monitoring and Technical Assistance

- A. Purpose of monitoring: make sure programs are on track, establish relationship with staff, board, etc., find out what local program needs from CM staff, help with planning
- B. Availability of technical assistance to local program

#### Questions

### Orientation of New CMAC Members

The following documents and procedures should be used in providing orientation to new CMAC members.

#### Process:

- Existing CMAC members should be involved as appropriate in the orientation of new CMAC members and alternates;
- Existing CMAC members from the same regions will provide an orientation meeting with new CMAC members and alternates prior to their first CMAC meeting after elections;
- Existing members will explain what current CMAC subcommittees are in place and what they are working to accomplish;
- New CMAC members should be oriented on current issues confronting the CMAC;
- New CMAC members will attend the August CMAC retreat when scheduled.

#### Documents:

- CMAC Policies and Procedures Manual
- CMAC Schedule of Meetings
- Description paper on pending issues relevant to CM – to be prepared at time of orientation
- Contact list of CM Coordinators, CMAC Members, and Alternates
- List of CMAC members and other CM contractors attending other pertinent meetings on behalf of the CMAC:
  - Governor's Council on Substance Abuse
  - Family Policy Council
  - Department of Health, Tobacco Advisory Group
  - Liquor Control Board Privatization Task Force
  - Reducing Underage Drinking (RUaD)
- List of CM members on the Legislative and Public Relations Committees, and other committees
- Minutes of last two CMAC meetings
- Minutes of last CM state meeting
- Minutes of last CMAC Planning Retreat
- Other documents as appropriate

**Policy on CMAC Representatives  
Invited by OCD  
To Attend Out of State Events**

\*Out of State Events, Conferences, Meetings, Other Functions

**\*Hereafter the term “Event” will be used, but will include conferences, meetings, and other functions.**

When OCD staff is unable to attend an event or when it is necessary for a CMAC representative to also attend an event that is applicable to the Mission Statement of Community Mobilization, the following steps will be followed.

1. OCD staff shall determine if sufficient funds are available for a CMAC representative to attend.
2. When the CMAC representative is selected, OCD shall require that a written report be submitted to OCD regarding the conference two weeks following the date of the event. An oral report shall be presented at the next CMAC meeting following the event.
3. A CMAC representative who attends an event shall be reimbursed for transportation, hotel costs and per diem based on State Travel and Transportation Regulations upon submission of a Travel Expense Voucher. The vouchers shall be submitted within two weeks after the conference.

Events that are appropriate to attend include:

Community Anti-Drug Coalitions of America (CADCA)  
National Prevention Network Conference  
American Medical Association Conference on Alcohol

## **Miscellaneous**

### **CM Staff's Vision of Relationships with State Agency Partners**

Community Mobilization Program staff will work with their state agency partners in a manner that fulfills, at the state level, the principles embodied in the Community Mobilization (CM) Program mission statement: cooperation, collaboration, communication, commitment, and cultural competency.

As such, CM staff will work to support, collaborate with, and build upon the work of its state agency partners, to their mutual benefit, as well as to the benefit of the field of prevention within Washington State and the nation.

CM's program partners include the Division of Alcohol and Substance Abuse/DSHS, the Office of Superintendent of Public Instruction, the Liquor Control Board, the Traffic Safety Commission, the Family Policy Council, and others. We recognize that the work done by CM and our partners impacts all of our programs' contractors working at the local level.

Therefore, OCD endeavors to proactively and mutually:

- A. Collaborate in statewide prevention efforts
- B. Share information regarding program delivery
- C. Share program innovations and developments
- D. Incorporate research and assure quality program delivery
- E. Raise ongoing, emergent issues relevant to one another
- F. Support the ongoing development of the prevention field by our partners
- G. Support our partners as they seek new funding to advance the field of prevention
- H. Educate policy makers about our own and one another's successful program efforts
- I. To the extent practical, continually improve our programs' infrastructure for the mutual benefit of our programs and contractors; i.e., combine approaches relative to program applications, reporting requirements, and training
- J. Provide appropriate networking opportunities for our contractors in order for them to improve collaboration at the local level
- K. Educate policymakers within our own agency concerning prevention and the successful, collaborative approach that has been embraced by Washington State
- L. Work to combine/collaborate outcome evaluations to document the impact of prevention statewide